



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 11101.2
C 04/p
20 Jun 90

MARINE CORPS BASE ORDER 11101.2

From: Commanding General
To: Distribution List

Subj: QUARTERS OF THE MONTH PROGRAM

Encl: (1) Inspection Evaluation Sheet

1. Purpose. To set forth procedures for establishing the Quarters of the Month Program aboard Marine Corps Combat Development Command (MCCDC) .

2. Cancellation. MCCDCO 11101.6B.

3. General. It is considered a command responsibility to recognize the efforts of individuals who contribute the most to ensure the maintenance, upkeep, and appearance of their quarters and grounds are above that which is expected of all occupants of public quarters. To recognize these efforts, there will be a monthly award presented to the selected quarters in each of the following areas:

- a. One officer quarters.
- b. One SNCO quarters.
- c. One sergeant and below quarters.

4. Procedures. The following procedures will be followed for conducting the program:

a. The following personnel will constitute the selection committee for the program:

- (1) Inspector
- (2) Family Housing Officer
- (3) Sergeant Major, MCCDC

b. The selection committee will meet during the last week of the month after the conclusion of the Spring Cleanup, and each month through the summer, concluding the month prior to the

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beginning of the Fall Cleanup effort. They will tour the housing areas to review all quarters and select two finalists from each category and brief the Chief of Staff, MCB, MCCDC who will determine the winner.

c. The Chief of Staff, MCB, MCCDC will notify each winner, and inform them of the date and time that photographs are to be taken.

d. Criteria for selection is based on the guidelines set forth in the enclosure.

e. Occupants selected will receive the following:

(1) A photograph of their quarters with the Chief of Staff, MCB, MCCDC and family members.

(2) A reserved parking space at the Commissary/Marine Corps Exchange (MCX) for one month.

(3) A decorative sign displayed before their quarters for the current month. This sign will be moved each month to a new recipient.

(4) A plaque showing the month they received the award.

f. Quarters occupied by general officers and members of the committee are not eligible.

5. Action

a. Director, Morale, Welfare and Recreation (MWR) Division and Director, Logistics Division. Coordinate to provide a reserved parking space in the **Commissary/MCX** parking lot.

b. Director, Operations Division. Provide framed photographs of the winning quarters for presentation by the Chief of Staff, MCB, MCCDC.

c. Director, Facilities Division

(1) Place decorative signs on winning quarters.

(2) Provide award plaques to the selectees each month.

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d. Public Affairs Officer. Publish an article in the Sentry each month announcing the Quarters of the Month winners.



-C. N. PASTINO
Chief of Staff

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INSPECTION EVALUATION SHEET

Quarters

- | | |
|-------------------------------------|-----------|
| 1. Police of carport, porch, patios | 10 points |
|-------------------------------------|-----------|

Grounds

- | | |
|---|-----------|
| 1. Police of yards (front and back) | 10 points |
| 2. Condition of grass (all) | 15 points |
| 3. Sidewalks, curbs, and driveways edged | 15 points |
| 4. Flower bed and mulching area free of all grass and weeds | 15 points |
| 5. Planting and maintaining flowers in mulching area | 15 points |
| 6. Overall appearance | 20 points |